

Document 00910

ADDENDUM NO. 3

Date of Addendum: 11/04/2019

PROJECT NAME: City Hall Concrete Slab Replacement

PROJECT NO: D-000181

PRE-PROPOSAL MEETING DATE: **November 19, 2019** (This is a change from November 5, 2019)

PROPOSAL SUBMITTAL DATE: **December 5, 2019** (This is a change from November 14, 2019)

FROM: City of Houston, General Services Department  
900 Bagby, 2<sup>nd</sup> Floor  
Houston, Texas 77002  
Attn: Alex Torres, Project Manager

TO: Prospective Proposers

This Addendum forms a part of the Request For Proposal (RFP) and it will be incorporated into the Contract, as applicable. Insofar as the original RFP is inconsistent, this Addendum governs.

**CHANGE IN PRE-PROPOSAL MEETING DATE**

1. The Pre-Proposal Meeting Date for this project has been changed from November 5, 2019 to **November 19, 2019**. The location for the meeting will be at the City Hall Annex, 2<sup>nd</sup> Floor Lobby. Time of day for the Pre-Proposal Meeting will be **11:30am**.

**CHANGE IN PROPOSAL SUBMITTAL DATE**

1. The Proposal Submittal Date for this project has been changed from November 14, 2019 to **December 5, 2019**. Time of day and place for submittal of the Proposals remains the same.

**CHANGE TO SPECIFICATIONS**

2. Replace Section 00210CSP – Supplementary Instruction to Proposers with the attached document.

**END OF ADDENDUM NO. 3**

*CRC*  
(CRC:     )  
Richard Vella  
Assistant Director, REDC  
General Services Department

DATE

*11/04/19*

Document 00210CSP

**SUPPLEMENTARY INSTRUCTIONS TO PROPOSERS**

*The following Paragraphs modify Document 00200CSP - Instructions to Proposers. Where a portion of the Instructions to Proposers is modified or deleted by these Supplementary Instructions, the unaltered portions of the Instructions to Proposers remains in effect.*

**PARAGRAPH 2.0 – DEFINITIONS:**

Add the following sub-Paragraphs to this Paragraph:

- P. Office of Business Opportunity (OBO): All references to Affirmative Action Contract Compliance Division (AACC) set forth in Document 00700 – General Conditions and in other documents of the Project Manual, shall refer to, and include, the Office of Business Opportunity.
- Q. Director: Director, General Services Department, City of Houston.

**PARAGRAPH 3.0 – NOTICE TO PROPOSERS**

Add the following sub-Paragraph to this Paragraph:

- C. The City will award this contract to a "Local Business", as that term is defined in Section 15-176 of the City of Houston Code of Ordinances ("the Code"):
  - If the proposal of the Local Business is less than \$100,000 and is the lowest responsible proposal or is within 5% of the lowest proposal received, or
  - If the proposal of the Local Business is more than \$100,000 and is the lowest responsible proposal or is within 3% of the lowest proposal received, and
  - Unless the Director determines that such an award would unduly interfere with contract needs, as provided in Section 15-181 of the Code.

If there is no proposal of a Local Business that meets these criteria, the City will award the contract to the lowest responsible proposer.

PARAGRAPH 4.0 – REQUEST FOR COMPETITIVE SEALED PROPOSAL DOCUMENTS

Add the following sub-Paragraphs to this Paragraph:

A. Add the following Paragraph A.1:

1. All request for RFCSP documents should be sent to [Richard.Vella@houstontx.gov](mailto:Richard.Vella@houstontx.gov); cc: [Alex.Torres@houstontx.gov](mailto:Alex.Torres@houstontx.gov). All Addenda will be posted on the General Services website for your review.

E. Add the following sub-Paragraph E.1:

1. **Designation as a Hire Houston First City Business (CB) or Local Business (LB)**

To be designated as a City Business ("CB") or as a Local Business ("LB") for the purposes of the Hire Houston First Program, as set out in Article XI of Chapter 15 of the Houston City Code, a proposer or proposer must submit the **Hire Houston First Application and Declaration** to the Director of the Office of Business Opportunity and receive notice that the application has been processed and the appropriate designation (if any) is awarded, prior to the submission of a proposal or proposal. Proposers must show evidence of HHF designation (as applicable) prior to, or accompanying, the submission of a proposal or proposal.

The absence of a Hire Houston First designation does not preclude a business from proposing on City of Houston contracts.

**Download the HHF Application and Declaration** from the Office of Business Opportunity Webpage at the City of Houston e-Government Website, located at:

<http://www.houstontx.gov/obo/hirehoustonfirst.html>

or, delivered to:

Office of Business Opportunity  
611 Walker, 7th Floor  
Houston, Texas 77002.  
Phone: (832) 393-0951  
Fax: (832) 393-0646  
[hirehoustonfirst@houstontx.gov](mailto:hirehoustonfirst@houstontx.gov)

PARAGRAPH 5.0 – EXAMINATION OF DOCUMENTS, SITE, AND LOCAL CONDITIONS

Insert the following sub-Paragraph:

D. Add the following sub-Paragraph D.1:

1. Area within contract limits is currently restricted. Access for examination is restricted to times, durations, routes and presence of City authorities, occurring at the conclusion of the Pre-Submittal Meeting or as otherwise directed by City Engineer. See Paragraph 15.0 below.

PARAGRAPH 8.0 – SUBSTITUTION OF PRODUCTS

NOT USED

PARAGRAPH 9.0 – PREPARATION OF PROPOSALS

Add the following sub-Paragraph I to this Paragraph:

- I. For math errors the City encounters in analyzing Proposals, the following guidance will be used:

In the event of a conflict between:

The Proposal Price is:

- |  |   |
|--|---|
| 1. Individual Unit Price and Extension of that Unit Price  | Individual Unit Price times Estimated Quantity  |
| 2. A Unit Price extension and total of Unit Price Extensions   | Sum of all Individual Unit Price Extensions   |
| 3. Individual Alternate and total of Alternates  | Sum of all Individual Alternates  |
| 4. Individual subtotals for Stipulated Price, Base Unit Prices, Extra Unit Prices, Contractor Bonus, Cash Allowances, and Alternates; and the Total Proposal Price | Sum of Individual subtotals for Stipulated Price, Base Unit Prices, Extra Unit Prices, Contractor Bonus, Cash Allowances and Alternates |

PARAGRAPH 10.0 – QUALIFICATION AND PROPOSAL SUBMISSION

Add the following sub-Paragraphs A.1 and A.2 to this Paragraph:

- A.1 City Secretary will receive Statement of Qualifications at 900 Bagby, Room P101, Houston, Texas until **10:30 a.m.**, local time on **Thursday, September 26, 2019**.
- A.2 City Secretary will receive Proposals at 900 Bagby, Room P101, Houston, Texas until **10:30 a.m.**, local time on **Thursday, December 5, 2019**.

PARAGRAPH 15.0 – PRE-SUBMITTAL AND PRE-PROPOSAL MEETINGS

Add the following sub-Paragraphs A.1 and A.2 to this Paragraph:

- A.1 A Pre-Submittal Meeting will be held at **3:30 p.m.** on **Tuesday, September 10, 2019**, in the Second Floor, Conference Room No. 242, at 900 Bagby, Houston, Texas 77002.
- A.2 A Pre-Proposal Meeting and Site Walkthrough will be held at **11:30 a.m.** on **Tuesday, November 19, 2019**. Meet in the City Hall Annex, 2<sup>nd</sup> Floor Lobby, 900 Bagby, Houston, Texas 77002.

END OF DOCUMENT